

FLOOR WARDEN CHECKLIST

Mark the completed items with an X or Checkmark.

	Identify employees needing assistance.
	Identify volunteers or “buddys” to assist employees that need assistance in an emergency. "Buddies" are aware of this assignment and accept the duties and responsibilities of being a “buddy
	Post in prominent places through-out the suite: <ul style="list-style-type: none"> • Evacuation Responsibilities Assignment Form • Emergency Response Procedures (orange flipcharts) Guideline
	Orient employees on the building’s Emergency Action Plan.
	How to: <ul style="list-style-type: none"> • Activate building fire pulls • Location(s) of AEDs and use an AED (even if they have not received formal classroom training) • Location of fire extinguishers, spill kits
	So they are familiar with: <ul style="list-style-type: none"> • Building egress routes and exits • Assembly areas • Posted evacuation maps
	Facilitate employees to watch: <ul style="list-style-type: none"> • Shots Fired DVD. (Call State Risk Management 602.542.2175 to reserve and check out copy of video) • Sarver Heart Center video endorsed by the Arizona SHARE Program. (www.azshare.gov) • For those that handle unopened mail and packages Suspicious Mail and Packages Training (Available through YES Learning Center as computer based training under the Emergency Pln/Fire Life Safety Category, Course ERM100SP)
	Orient any new or transferred employees on the items listed above.
Ensure the following are maintained for your Area or Floor	
	<ul style="list-style-type: none"> • There is at least one floor warden or searcher for every 20 people.
	<ul style="list-style-type: none"> • Identify alternate floor warden(s) to assume the duties of the floor warden in the floor warden’s absence.
	<ul style="list-style-type: none"> • Assign an adequate number of searchers and alternate searchers to assist in an emergency.
	<ul style="list-style-type: none"> • Searchers and Alternate Searchers are aware of the assignment, duties and responsibilities
	<ul style="list-style-type: none"> • Alternate Floor Warden, Searchers and Alternate Searchers receive vest and other equipment needed in an emergency.
	<ul style="list-style-type: none"> • Floor Wardens, Alternate Floor Warden, Searchers and Alternate Searchers receive information and training on emergencies at least twice annually. They are notified of any changes in procedures in responding to an emergency.